United Nations ST/IC/2017/8

Secretariat

1 February 2017

Information circular

To: All United Nations personnel

From: The Under-Secretary-General for Management

Subject: **United States Executive Order dated 27 January 2017 suspending immigrant and non-immigrant entry into the United States of aliens from Iran (Islamic Republic of), Iraq, Libya, Somalia, the Sudan, the Syrian Arab Republic and Yemen**

1. The purpose of the present circular is to inform and to provide guidance to United Nations personnel and their eligible family members residing in or travelling to the United States regarding the application of the United States Executive Order dated 27 January 2017, entitled "Protecting the Nation from foreign terrorist entry into the United States" (the "Executive Order").

2. The Executive Order suspends the immigrant and non-immigrant entry into the United States of aliens from Iran (Islamic Republic of), Iraq, Libya, Somalia, the Sudan, the Syrian Arab Republic and Yemen for a period of 90 days, effective from 27 January 2017.

3. The United States Mission to the United Nations has confirmed that United Nations personnel and their eligible family members whose country of nationality is one of the affected countries are excluded from the application of the Executive Order provided that they meet one of the following conditions:

(a) They hold a valid G-4 visa;

(b) They hold a valid United States permanent resident card ("green card");

(c) They are also nationals of the United States and have a valid United States passport (i.e., they have dual or multiple nationalities).

4. United Nations personnel and their eligible family members who are nationals of one of the affected countries and who do not meet the conditions in paragraph 3 above are subject to the Executive Order and will not be able to travel to the United States during the 90-day period indicated in paragraph 2 above, other than for official travel governed by staff rules 7.1 and 7.2, for which a valid G-4 visa will be required.

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5. All United Nations personnel and their eligible family members are encouraged to confirm that their travel and residency documents are in good order and have not expired. Staff members holding G-4 visas should ensure that their registration status with the United States Mission is active and up-to-date. More information on this is available at: https://iseek.un.org/webpgdept2110_57.

6. United Nations interns who are nationals of one of the affected countries and who do not meet the conditions specified in paragraph 3 above are subject to the Executive Order.

7. Household employees for whom a G-5 visa has been requested or obtained who are nationals of one of the affected countries are also subject to the Executive Order.

Issuance and renewal of G-4 and G-5 visas

8. The Organization will continue to follow the current standard procedures for the application, renewal and issuance of G-4 visas to new and currently serving staff members, including those required to travel on mission to meetings in the United States, and to other United Nations personnel, as applicable.

9. It is possible, however, that delays may occur in issuing or renewing a G-4 visa when the individual concerned is a national of or was born in one of the affected countries.

10. As G-5 visa-holders are not exempt from the application of the Executive Order, it is expected that requests by the Organization for the issuance or renewal of such visas will not be processed or granted for household employees who are nationals of one of the affected countries during the 90-day period indicated in paragraph 2 above.

Travel registration and security clearance for United Nations personnel and eligible family members

11. With the issuance and implementation of the Executive Order, it is possible that United Nations personnel and eligible family members visiting any of the affected countries, regardless of their nationality and visa status in the United States, may be subject to additional scrutiny upon entry into the United States.

12. All United Nations travellers are reminded of the importance of travelling with the appropriate valid travel documents, including a valid passport and, where required, a visa. Except for those holding a valid United States permanent resident card or a valid United States passport, all United Nations personnel (including those required to travel on mission to the United States to attend United Nations meetings) and eligible family members must obtain a G-4 visa prior to initiating official travel to the United States.

13. In accordance with section 3.9 of the administrative instruction on official travel (ST/AI/2013/3), all United Nations travellers are further reminded to obtain the security clearance required for any official travel. In this connection, all travellers are to visit the website of the Department of Safety and Security for more details on how to manage their trips and obtain such security clearance.

14. All United Nations personnel are reminded of their obligation to register all official travel for themselves and for any eligible family members, as defined under staff rules 7.1 and 7.2, and to consult the relevant travel advisories on the Department of Safety and Security travel security clearance (TRIP) system (https://dss.un.org).

15. All United Nations staff members are strongly encouraged to register any non-official travel, such as travel on annual leave, on the TRIP system in order to enable the Organization to provide the assistance necessary should they encounter any difficulties upon re-entering the United States.

16. If they experience difficulties in relation to travel for re-entry to the United States, United Nations personnel and eligible family members should contact:

(a) *During normal working hours*: their Executive Officer or Administrative Officer;

(b) *Outside of normal working hours*: the United Nations Operations and Crisis Centre at United Nations Headquarters in New York (telephone: 1 212 963 8548).

Next steps

17. All United Nations personnel who believe that they or their eligible family members might be affected by the Executive Order should contact their Executive Office or Administration Office, as applicable.

18. The present circular is effective as of the date of its issuance and will remain in effect until further notice.